EXCEED RTI® Quick Start Card – Events – Meeting Manager

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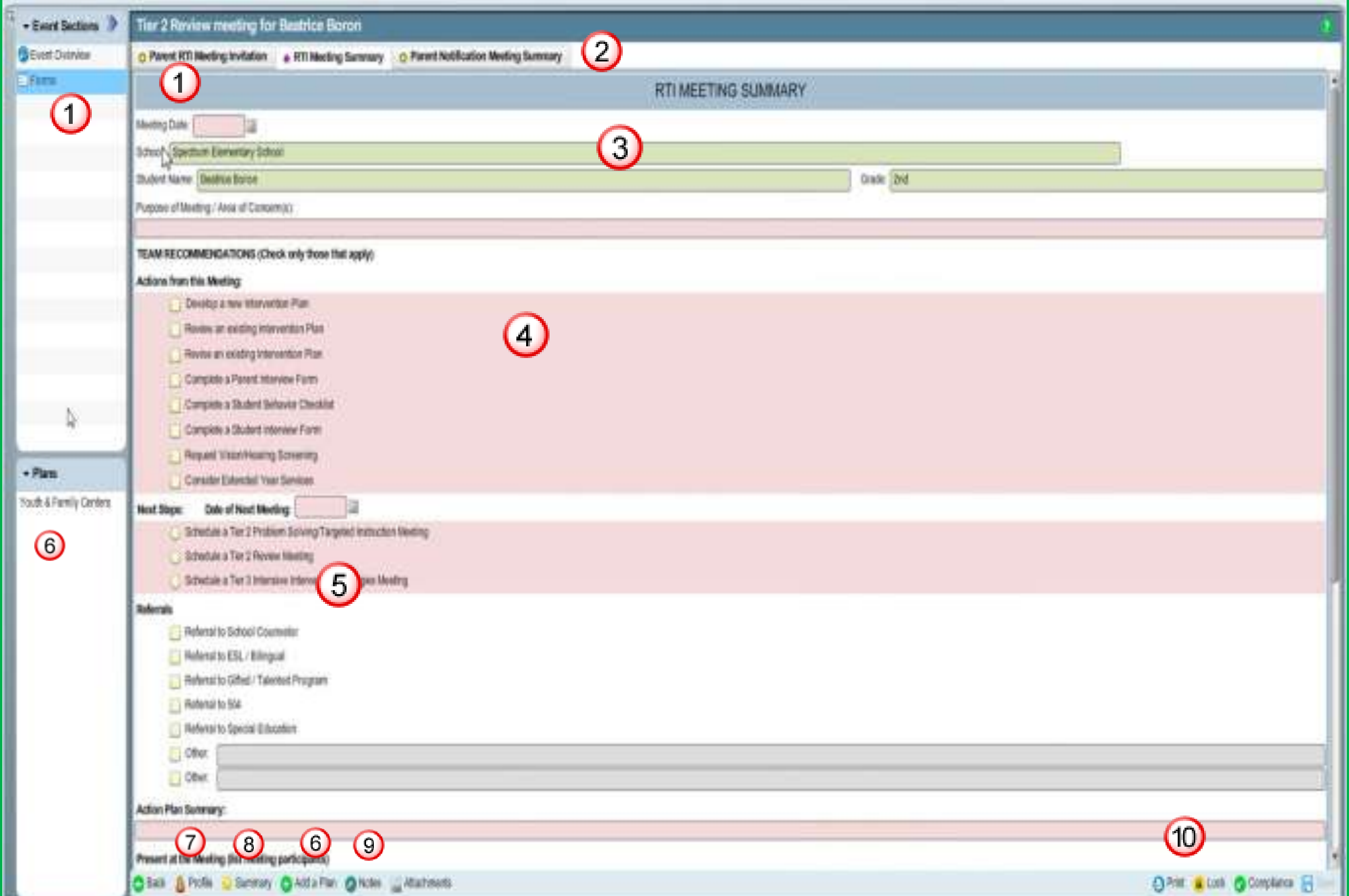

The Meeting Manager is accessed by clicking on the student's name to display the student's profile. From within the student's profile, click on Events. When the events are displayed, click on the meeting manager icon

1. The event opens with the electronic forms appearing first. To the left you will see Event Sections. All available forms will be accessible from this list. Click on the appropriate Event Section to access the appropriate form. You may want to complete forms first or add/review a plan first - do what makes sense and follows you district processes .
2. Forms will be tabbed across the top of the screen. Simply click on the desired tab to take you to the desired form.
3. Meeting forms are color coded: Green = pre-filled
4. Meeting forms are color coded: Pink = required for compliance
5. Meeting forms are color coded: Yellow = optional
6. Select the appropriate plan to review a current plan that the student is on. These will be listed in the Plan panel. If you need to create a new plan, click on the Add a Plan button at the bottom of the screen.
7. Click Student Profile to review the data imported from the SIS or the student performance graphs - this information is read-only and cannot be changed
8. Click the Summary button to view a summary of the student's RTI plans
9. Click the Notes button to add any additional information to this meeting record
10. At the bottom of the screen, you can print the forms, save the forms (and check compliance), or if the meeting is complete, you can lock the meeting.